

ROBERT L. PHELPS  
CLERK

**UNITED STATES DISTRICT COURT**  
NORTHERN DISTRICT OF IOWA  
**CEDAR RAPIDS, IOWA 52401**

101 First Street SE  
319-286-2300

Date

Able B. Citizen  
Anytown, IA 12345

RE: Procedures for Filing in the U.S. District Court for the Northern District of Iowa

Dear Citizen:

In accordance with Local Rule 5.3(a) and the Procedures for Electronically Filing, Imaging, and Access to Documents in the United States District Court for the Northern District of Iowa, at this time pro se parties will not be given passwords or allowed to file electronically. Relevant excerpts from the procedure manual are listed below.

**XI. B. PRO SE FILERS.**

Pro se litigants must mail or deliver to the Clerk's office originals of all documents submitted to the Clerk for filing. The Clerk will scan these documents and upload them into the ECF system, and also will maintain the documents in a paper file. A pro se filer must serve a paper copy of filed documents on all persons entitled to service, in the manner required by Local Rule 5.1(a) and Federal Rule of Civil Procedure 5 or Federal Rule of Criminal Procedure 49(b).

**II. C. DOCUMENTS FILED BY PARTIES PROCEEDING PRO SE.** Unless otherwise authorized by the court, all documents submitted for filing to the Clerk by parties proceeding pro se must be in paper form. With respect to all such documents, if a party represented by an attorney would have been required to file the document electronically under these Procedures, then the Clerk will scan and upload the document into the ECF system.

You can find a complete set of the local rules, and the procedure manual, at [www.iand.uscourts.gov](http://www.iand.uscourts.gov).

Sincerely,

Robert L. Phelps  
Clerk of Court